

**Tasking Memorandum No. 00-344**

**Memorandum For Cdrs DCMDs, DCMA CMOs**

**Subject:** DCMA Training Coordinators Conference (TASKING)

**Date:** June 20, 2000

**Target Audience:** DCMA District Workforce Development Teams and all CMO Training Coordinators

**DCMA Training Coordinators Conference:**

- **Will be held August 1-3, 2000 at the Eldorado Hotel, 345 N. Virginia St., Reno, NV, Phone number: 775-786-5700**
- The purpose of the conference is to provide information and training to the persons who execute the training processes in DCMA.
- **The sleeping rooms need to be reserved by July 7, 2000.** The rooms are held under the title "DCMA Training Conference". The phone number for reservations is 1-800-648-5966. Individual sleeping rooms are \$55 plus 12% room tax. Attendees should bring tax exemption forms with them.
- The per diem, including meals and incidentals, for Reno is \$85.
- The hotel is located in downtown Reno. The El Dorado provides a shuttle service from the airport to the hotel. Rental cars are not required.
- The agenda, travel instructions, and other Conference details will be posted on the DCMA Workforce Development Homepage and linked to the announcement on the "Events" page as they are finalized.
- The number of attendees has been allocated as follows: HQ, DCMA has 10; DCMDE has 50; DCMDW has 55; and DCMDI has 6.
- **The District POCs will provide the following to DCMA-HRW:**
  - **By June 30, 2000: Any proposed workshops/presentations to be done by District and/or CMO personnel**
    - Include any equipment needed for these proposals and the name of the presenter
    - By July 14, all associated presentation materials for said workshops/presentations
  - **By July 10, 2000: The name, organization code, phone number, and email address for every person planning to attend the conference from their District.**
- **The District points of contact are:**
  - DCMDE - Lisa Gannon, 617-753-4355 (DSN 955), [lgannon@dcmdc.dla.mil](mailto:lgannon@dcmdc.dla.mil)
  - DCMDI - Angie Pavlat, 703-767-1386 (DSN 427), [apavlat@dcmdchq.dla.mil](mailto:apavlat@dcmdchq.dla.mil)
  - DCMDW -
    - Kathy Burlingame, 310-900-6427 (DSN 929), [kburlingame@whq.dcmdw.dla.mil](mailto:kburlingame@whq.dcmdw.dla.mil)
    - Machell Powell, 310-900-6332 (DSN 929), [mpowell@whq.dcmdw.dla.mil](mailto:mpowell@whq.dcmdw.dla.mil)


- **Documentation information is as follows:**

- Service-set is 12.5.
- PLAS: Program code is. NP053 - Conference-Based Training  
Process Code: 217B - Training Administration  
Contract Kind/Unit Cost Pool: 06 - Training - General Management Pool
- Budget: Training cost code for HQ, DCMA is 816.60; training cost code for Field is 913.12
- Training application (TA) title is "Training Coordinators Conference 2000". The course code is L/TC CONFOO.
- Continuous Education Units (CEUs) are 24 hours for the conference (3 days)

**Point of Contact for Further Information:**

**Ann Deitz at [adeitz@dcmchq.dla.mil](mailto:adeitz@dcmchq.dla.mil) /Workforce Team, DCMA-HRW, Commercial 703-767-2358 or DSN 427-2358.**

**Signature:**



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